

## **Appendix C**

### **Audit Schedule**

# Preliminary Agenda for MS4 Program Audit

## Municipality of Moca, Puerto Rico

### August 12—13, 2013

Day	Time	Team 1 Program/Agenda Item	Team 2 Program/Agenda Item
Monday, August 12, 2013	9:00 am - 9:30 am	Kick-off Meeting & Program Management Overview ( <b>Office</b> )	
	9:30 am - 11:00 am	Illicit Discharge Detection and Elimination ( <b>Office</b> )	
	11:00 am - 12:15 pm	Pollution Prevention/Good Housekeeping for Municipal Operations—including Planning of Field Logistics for Monday Afternoon ( <b>Office</b> )	
	12:15 pm - 1:15 pm	Lunch Break	
	1:15 pm - 3:15 pm	Pollution Prevention/Good Housekeeping for Municipal Operations ( <b>Field</b> )	Construction Site Storm Water Runoff Control ( <b>Office</b> )
	3:15 pm - 4:30 pm		Open Period for Additional Activities <sup>1</sup> (Tentative time slot)
	4:30 pm - 5:00 pm	Recap and Logistics Planning for Tuesday	
Tuesday, August 13, 2013	8:00 am - 9:00 am	Illicit Discharge Detection and Elimination ( <b>Field</b> )	Construction Site Storm Water Runoff Control/ Illicit Discharge Detection and Elimination ( <b>Field</b> )
	9:00 am - 12:00 pm		
	12:00 pm - 1:00 pm	Lunch Break	
	1:00 pm - 3:00 pm	Open Period for Additional Activities <sup>2</sup> (Tentative time slot)	
	3:00 pm - 3:30 pm	Internal Discussion <sup>3</sup>	
	3:30 pm - 4:30 pm	Closing Conference <sup>4</sup> (Tentative time slot)	

<sup>1,2</sup> Open Period – This time slot will be used as necessary for follow-up activities, additional discussion, or records reviews.

<sup>3</sup> Internal Discussion – Time for auditors to arrange notes and prepare information to be discussed with the Municipality at the Closing Conference. Municipality participation is not expected.

<sup>4</sup> The Municipality is encouraged to invite representatives from all applicable organizational divisions/departments.